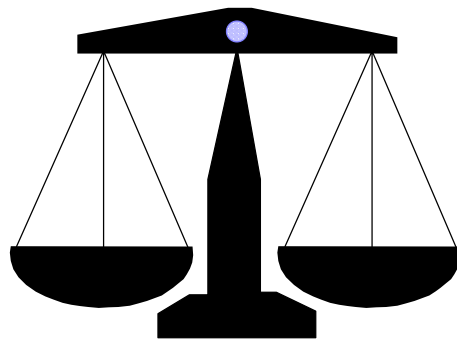


# Riverside Superior Court Civil Case & Calendar Information



# Civil Case & Calendar Information

Welcome to Riverside Superior Court's Public Access to Case Information.

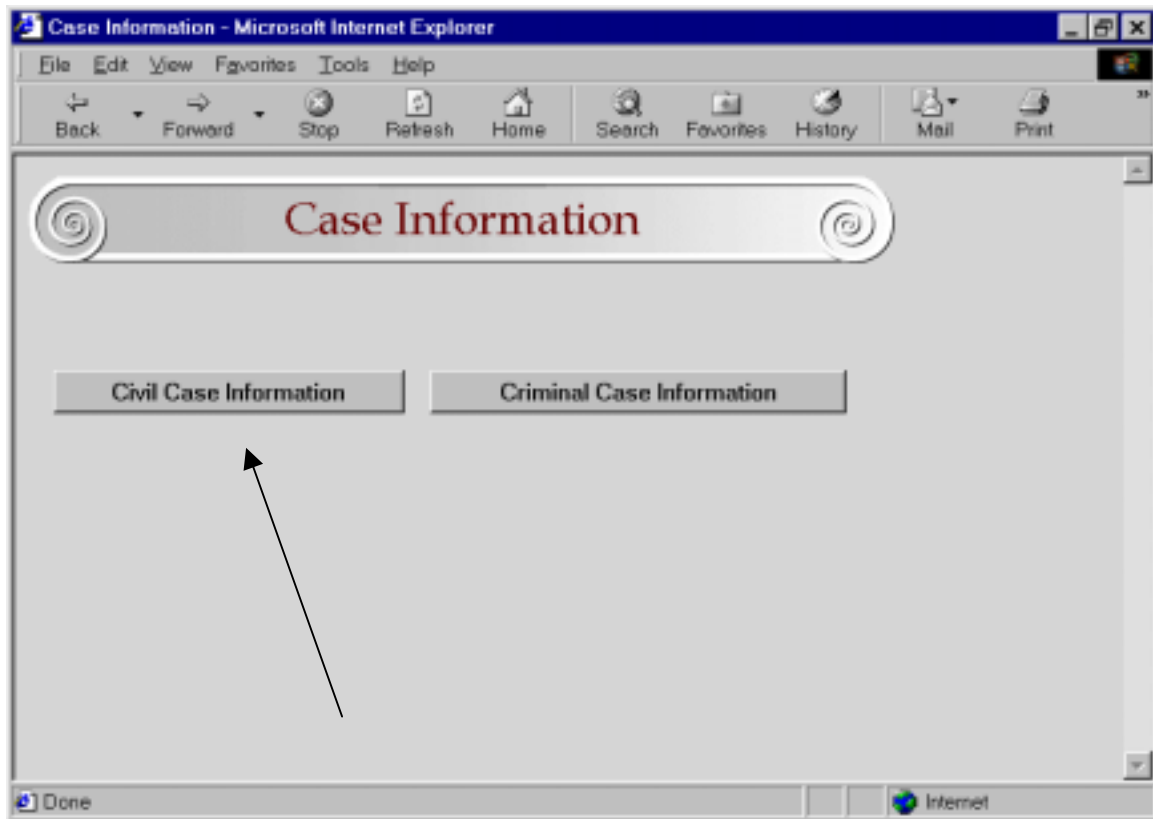


Figure 1

Step 1: To access Civil click on the **Civil Case Information** button.

Step 2: Use the drop down menu to select the court. You can accomplish this by clicking on the down arrow to the right of the box/field labeled court.



Figure 2

Step 3: Enter the Operator Code **GUEST** – no password is required. Click on the **Log On** button.

Case Information - Log On - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print

## Log On

To Log On, You Must Select A Court And Enter Guest As The Operator Code.

Court: A-Riverside Civil & Small Claims

Operator Code:

Password:

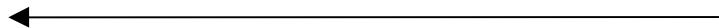
☐ Save This Information

Log On Cancel

Done Internet

Step 3

Figure 3



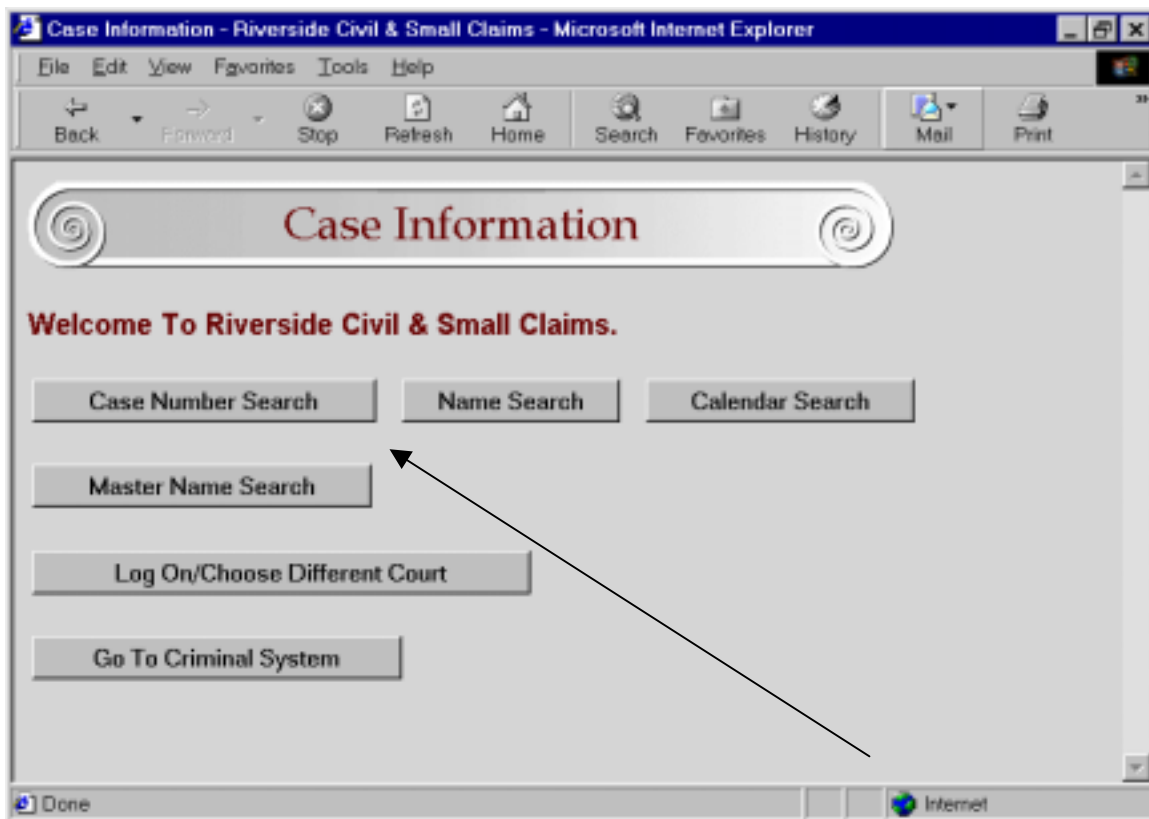


Figure 4

Step 4: If you know a specific case number select the **Case Number Search** button.

If not, refer to page 9 for **Name Search**.

Step 5: Enter the court case number.

Step 6: If you know the case type select it by clicking on the down arrow.

Case Information - Riverside Civil & Small Claims - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print

Case Information

Home

What do you know about the case?

Court Case Number  Case Type

Search Clear

ADO  
APP  
BAC  
BAS  
BYR  
CIC  
CIV  
COC  
COS  
EPR

Done Internet

Figure 5

(Note: If you do not know the case type simply click on the search button. Should there be duplicate case numbers the system will display all numbers with the different case types otherwise the system will just retrieve the one case.)

Step 7: Click on the **search button**.

The case search results window (as shown in Figure 6) will appear with the case name, case category, case number and date filed.

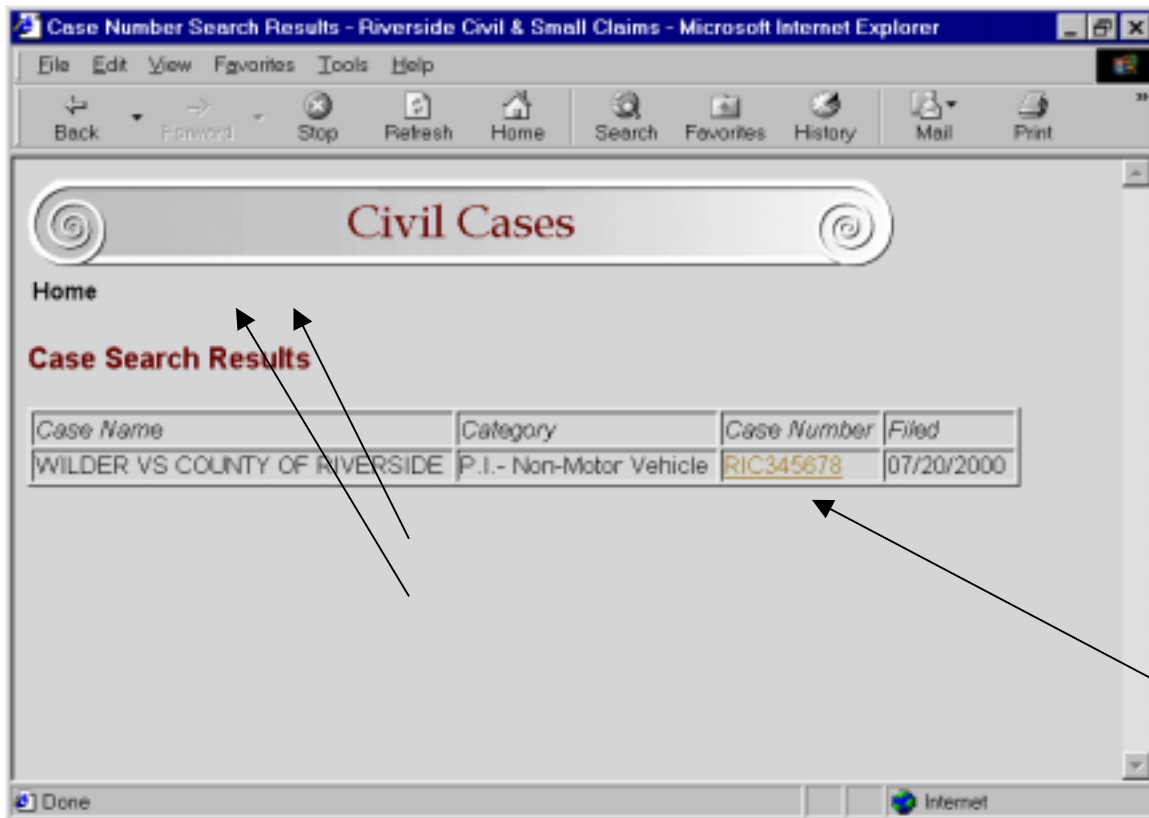


Figure 6

Note the case number text appears in a different color.

Step 8: Click on the case number to access the case.



Figure 7

The actions of the case will appear. Use the scroll bar on the right side of the window to view all the actions.

To return to the starting point of Civil Case Information click the **Home** menu option at the top of the page.

To exit close the browser by clicking on the X in the upper right corner of the browser.



# Accessing a Case by Name

Step 1: To access a case by name click on the **Name Search** button from the **Home** screen also known as Case Information screen.

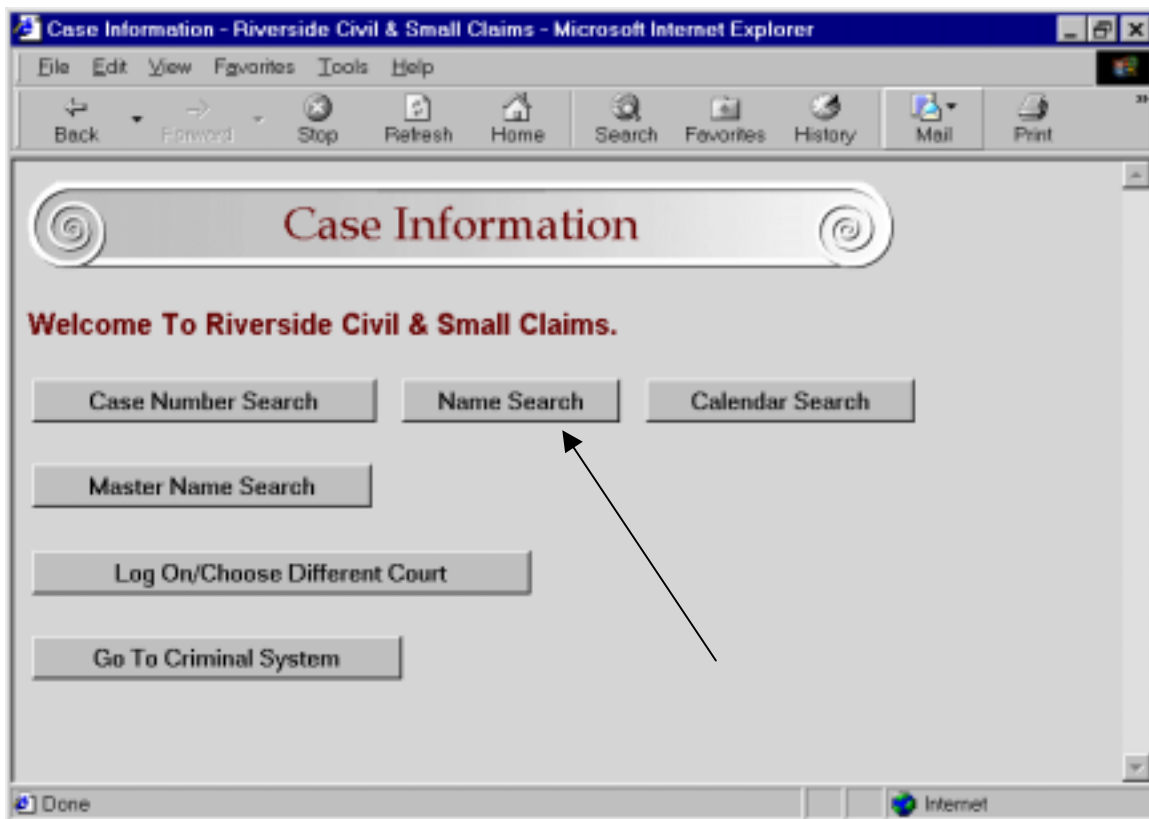


Figure 1

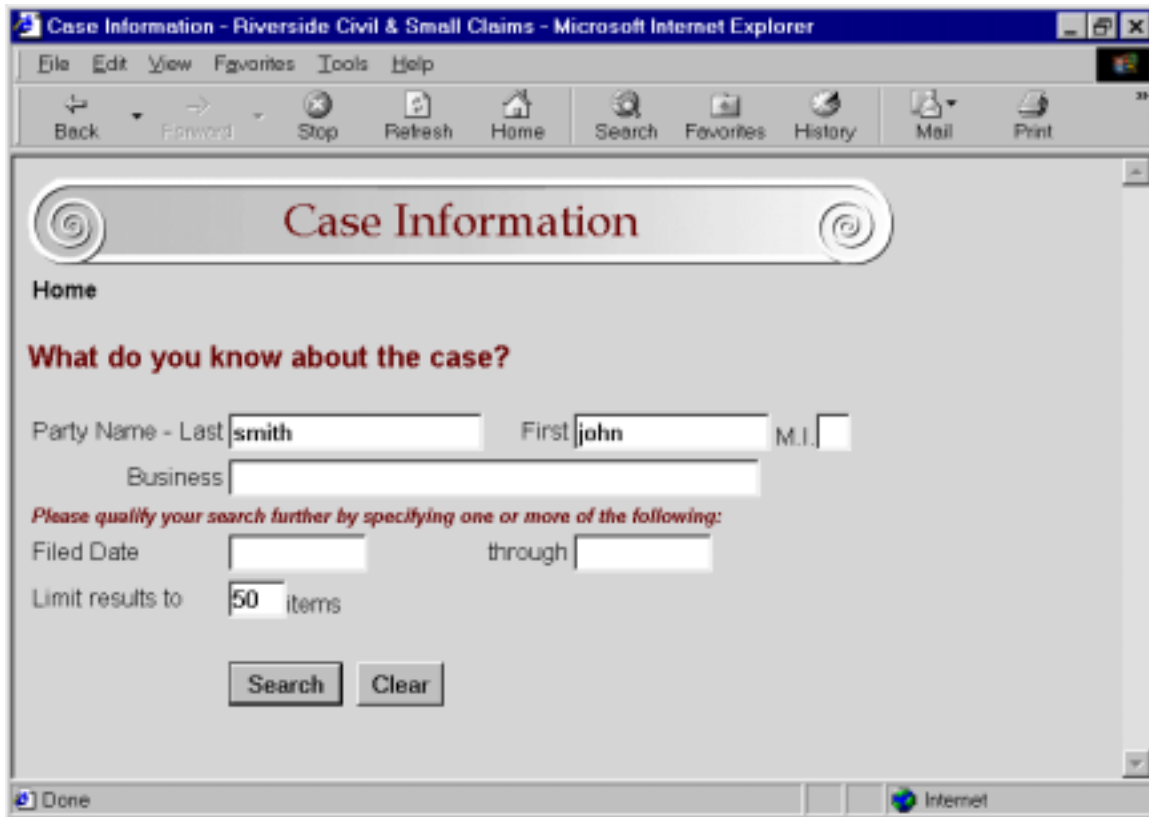


Figure 2

Step 2: Enter the party's last name. Then using the **tab** key enter the first name next.

It is sufficient to only populate the parties last and first names to search the database.

Step 3: Once you have entered the parties name click on the **search button**.



Figure 3

Step 4: Use the scroll bar on the far right side of the window to view the complete listing of names retrieved in the query.

Step 5: To view a specific case click on the corresponding case number located in the **Case Number** column on the right side of the window.

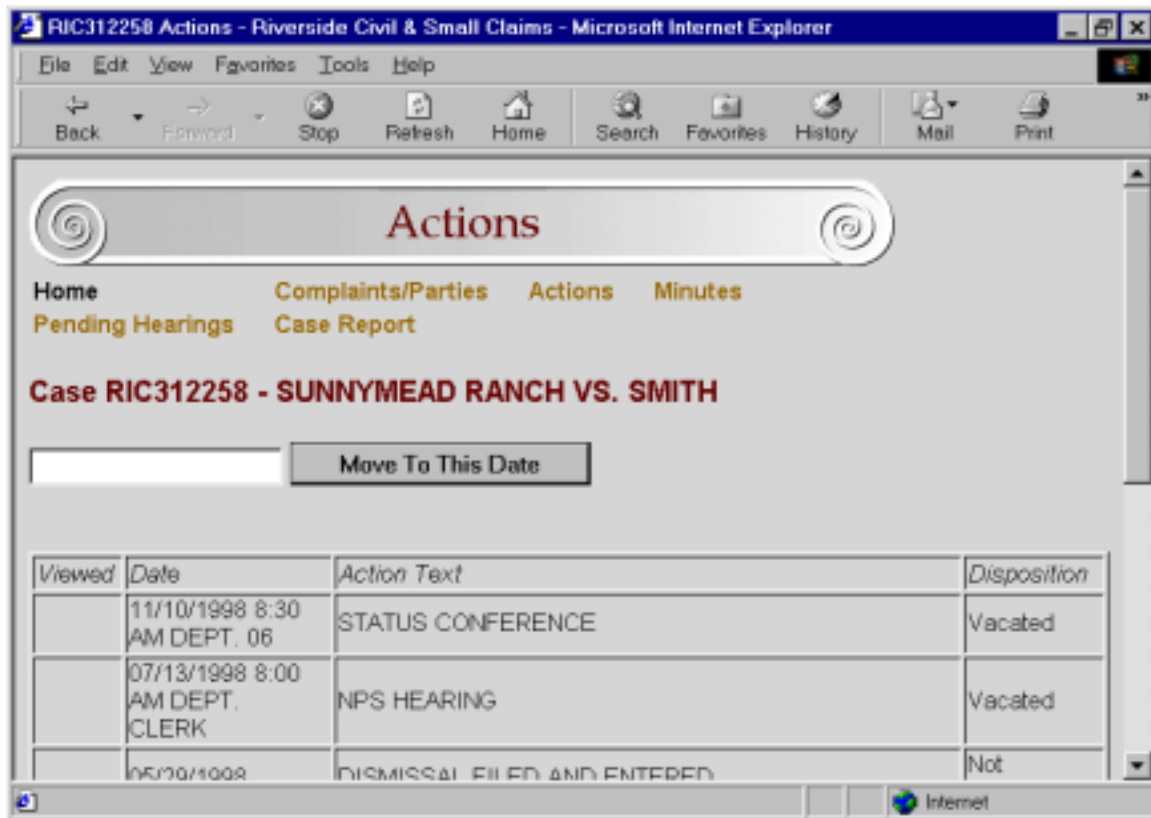


Figure 4

The actions of the case will appear.

Minutes can also be viewed from the **actions** window.

Step 6: To view the minutes of a hearing click on the word '**minutes**' displayed in a different color text next to the hearing; the minutes will be displayed. See Figure 5.

	11/30/2000	REJECTED DOCUMENT(S) ANSWER TO COMPLAINT SUBMITTED BY COUNTY OF RIVERSIDE FOR THE REASON: CASE WAS DISMISSED ON 11/28/00	Not Applicable
	11/28/2000 8:30 AM DEPT. 01	ORDER TO SHOW CAUSE HEARING WHY DISMISSAL ON COMPLAINT OF NANCE WILDER SHOULD NOT BE ORDERED UNLESS JUDGMENT OR DISMISSAL IS ENTERED PRIOR TO 11/28/00 . - <a href="#">Minutes</a>	Dismissed
	10/24/2000 8:30 AM DEPT. 01	ORDER TO SHOW CAUSE HEARING WHY SANCTIONS OF \$150.00 ON THE COMPLAINT OF NANCE WILDER AS TO COUNTY OF RIVERSIDE SHOULD NOT BE ORDERED FOR FAILURE TO FILE PROOF OF SERVICE OF SUMMONS. 10/24/00 - <a href="#">Minutes</a>	OSC SET
	09/19/2000 8:00 AM DEPT. CLERK	NPS HEARING - <a href="#">Minutes</a>	OSC SET
	07/20/2000	ASSIGNED TO DEPARTMENT 01 FOR ALL PURPOSES	
N	07/20/2000	CERTIFICATE OF COUNSEL FILED.	Not Applicable
N	07/20/2000	CIVIL CASE COVER SHEET FILED	Not Applicable

To View Minutes

Figure 5

Home Complaints/Parties Actions Minutes Pending Hearings Case Report

Action: (Choose)

**NPS HEARING**  
**11/27/1995 - 8:00 AM DEPT. 01**

JUDGE: HONORABLE WILLIAM H. SULLIVAN  
 CLERK: S. LEVINDOFSKE  
 REP: VIDEO  
 NO APPEARANCE MADE BY COUNSEL  
 ORDER TO SHOW CAUSE RE: SANCTIONS/DISMISSAL ON THE COMPLAINT OF CLIFFORD WEBB AS TO ANY REMAINING UNSERVED DEFTS/X-DEFTS UNLESS PROOF OF SERVICE IS FILED PRIOR TO THE OSC SET FOR 12/27/95 , AT 08:00 , IN DEPT. 01  
 ORDER TO SHOW CAUSE ISSUED  
 PRINT MINUTE ORDER

To View Additional Minutes

Scroll Bar

Figure 6

Step 7: To view all the minutes of that specific hearing use the scroll bar on the right side of the window.

Step 8: Once positioned in the minute order window you can view additional minutes (See figure 6) from other hearings by clicking on the down arrow on the action field/box. All the hearings will be displayed in chronological order. Select a hearing to view it's minutes.

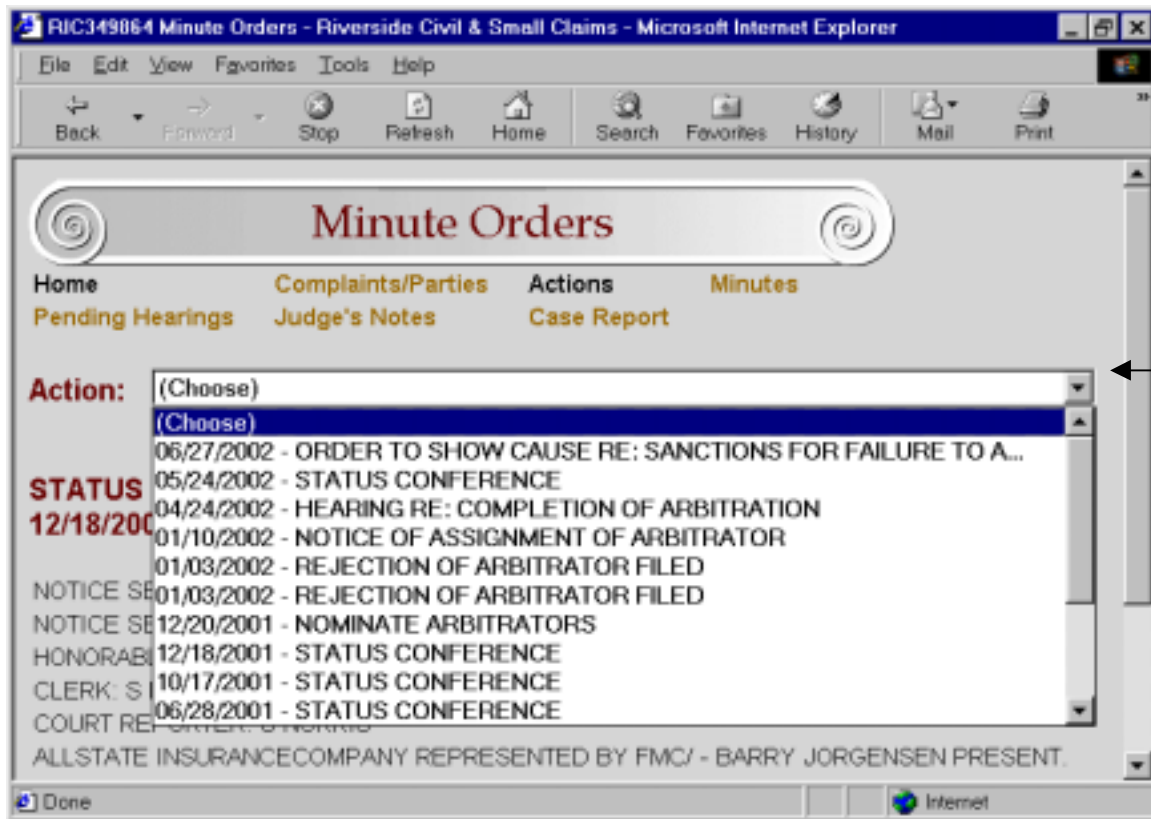


Figure 7

Step 9: Once you have accessed a case you can easily navigate through it by selecting what you desire to view from the menu at the top of the page; regardless of whether you are on the **actions, minutes, complaints/parties, or pending hearings**.

Step 10: To view pending hearings on the case click on the **Pending Hearings** menu option at the top of the page. If any hearings are pending they will be displayed.

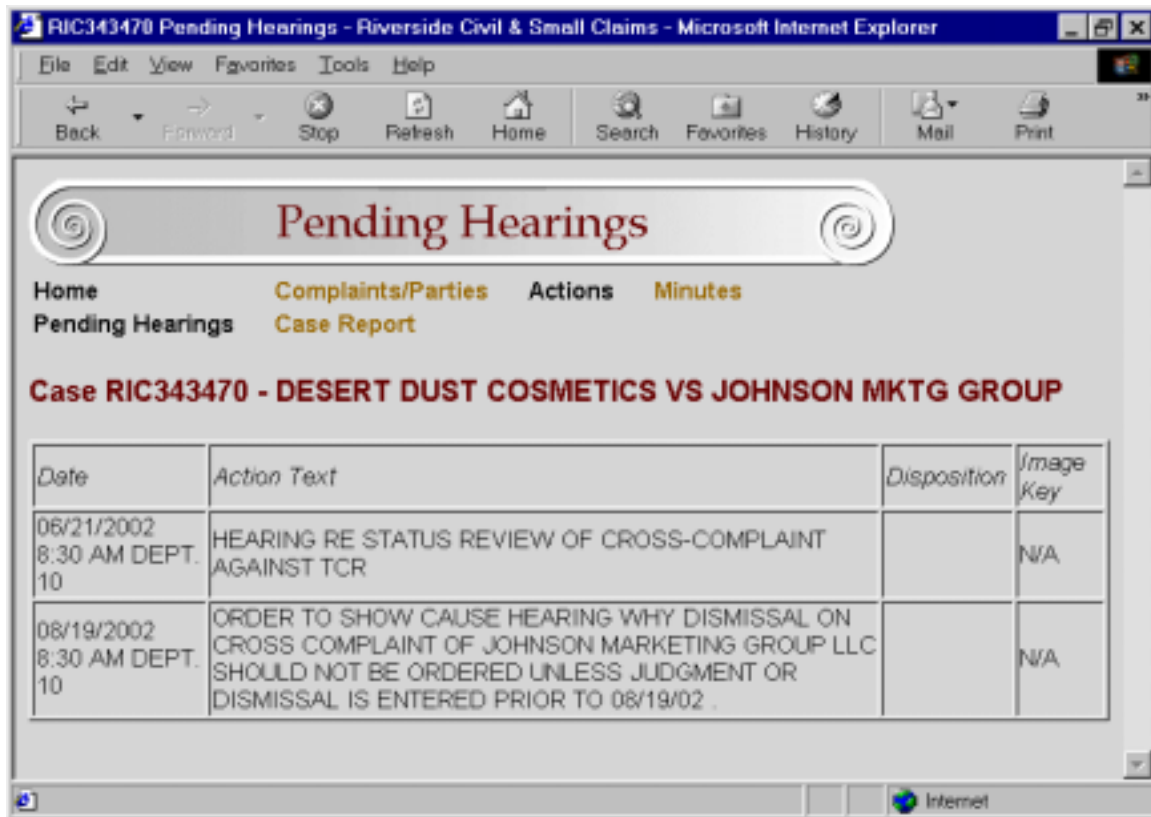


Figure 10

Step 11: To view the list of complaints and parties on the case click on the **Complaints/Parties** menu option at the top of the page.



Figure 11



Step 12: To view the case in it's entirety (i.e. Complaints, Parties, Actions, Minutes and, Pending Hearings) click on the **Case Report** menu option at the top of the page.



Figure 12

To return to the starting point of Civil Case Information click on the **Home** menu option at the top of the page.

## Viewing Civil Calendars

Step 1: To access Civil calendars start on the main page of Civil Case Information. Click on the **Calendar Search** button.

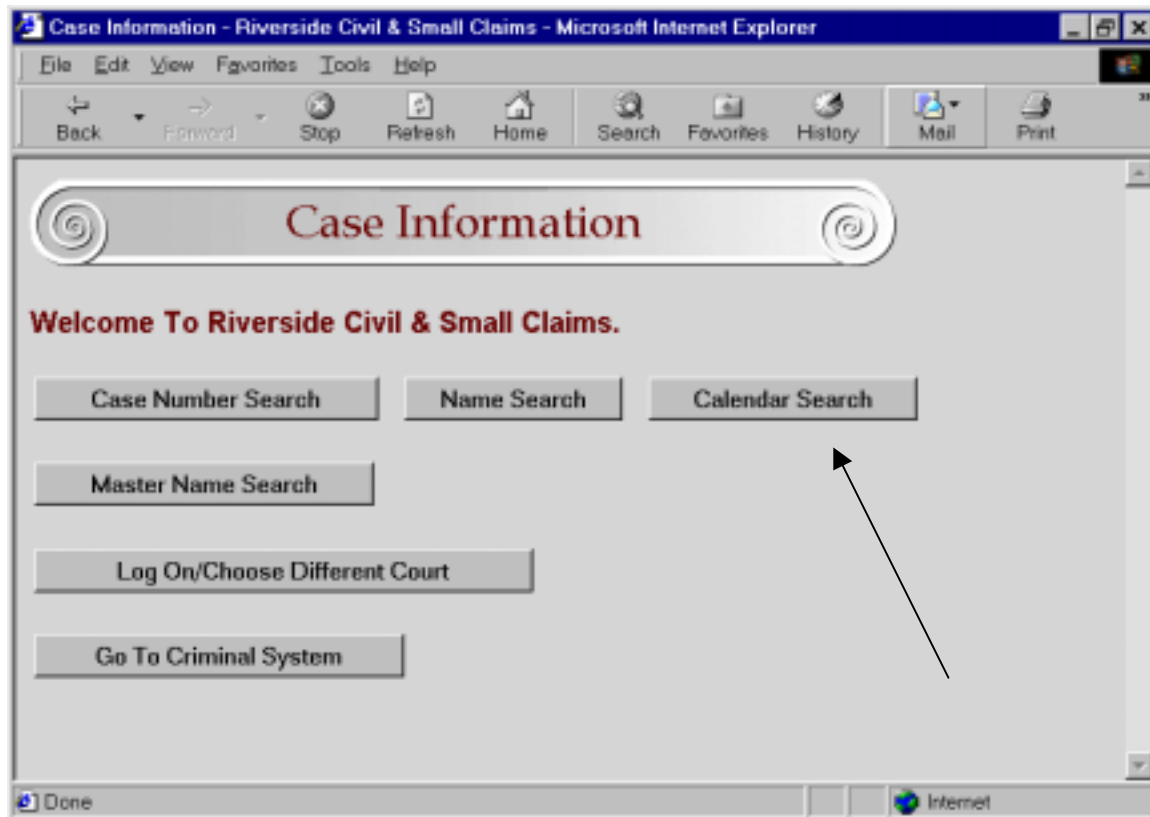


Figure 1

A calendar will display.

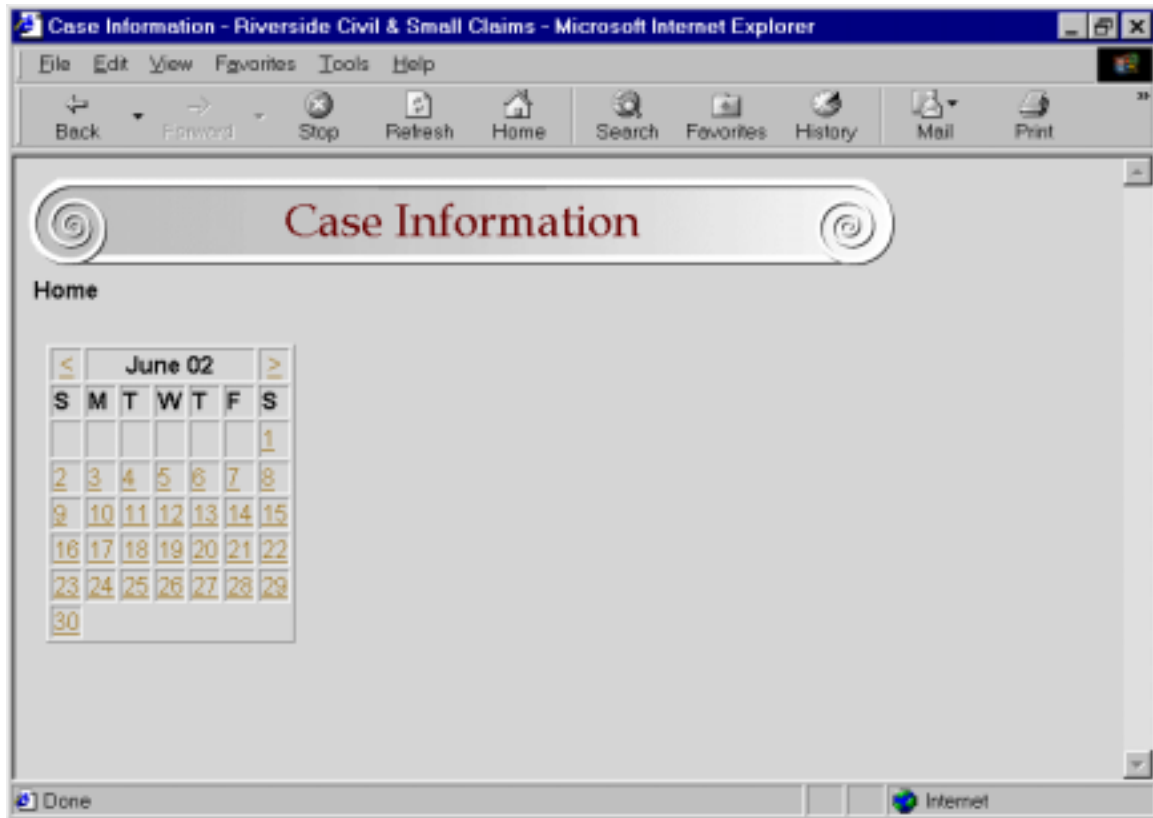


Figure 2

Step 2: Select the calendar date you desire to view by clicking on the appropriate date.

Step 3: Select the department you desire to view by clicking on the down arrow in the department field.

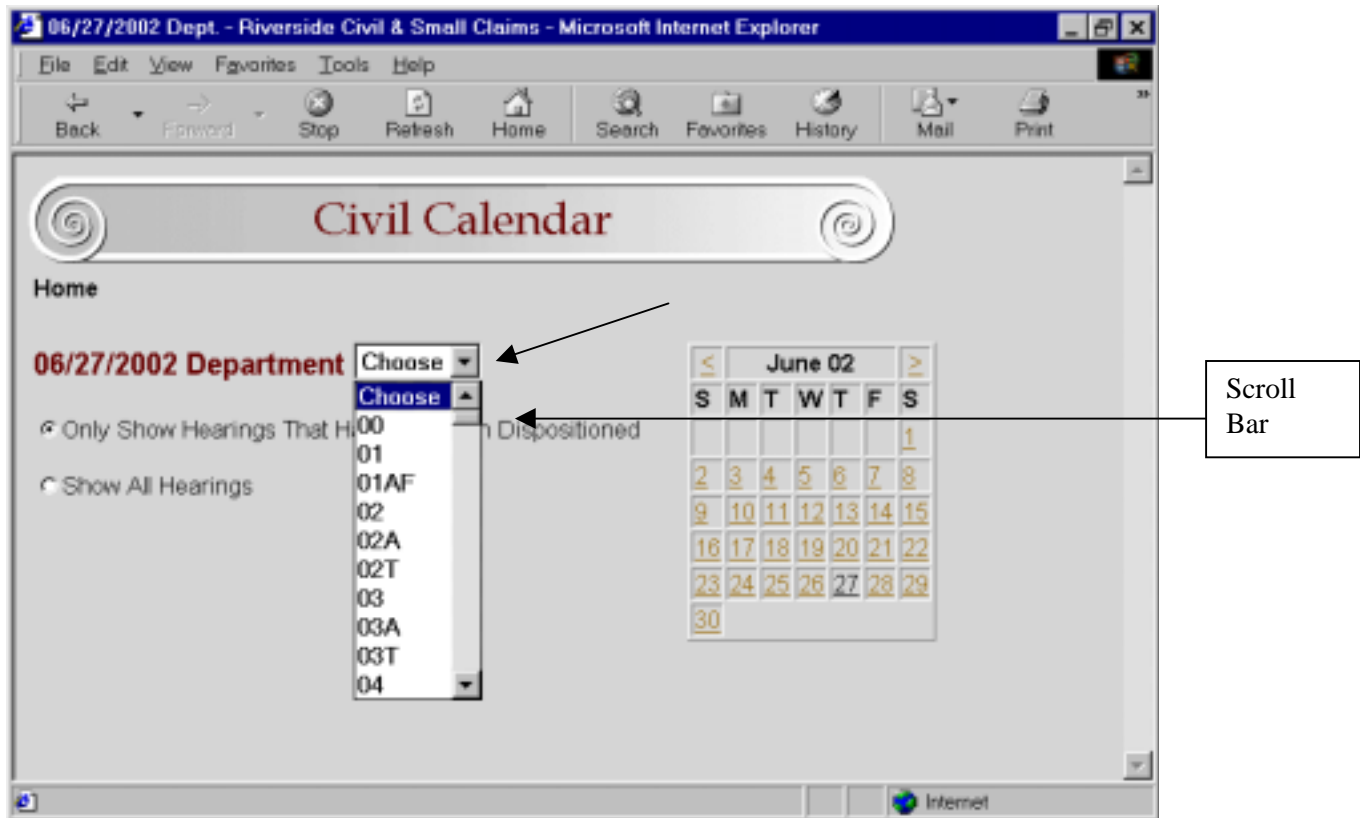


Figure 3

Use the scroll bar if you do not see the department you wish to view.

Once you select the department, the calendar will display all cases scheduled for hearing on that date in that department.

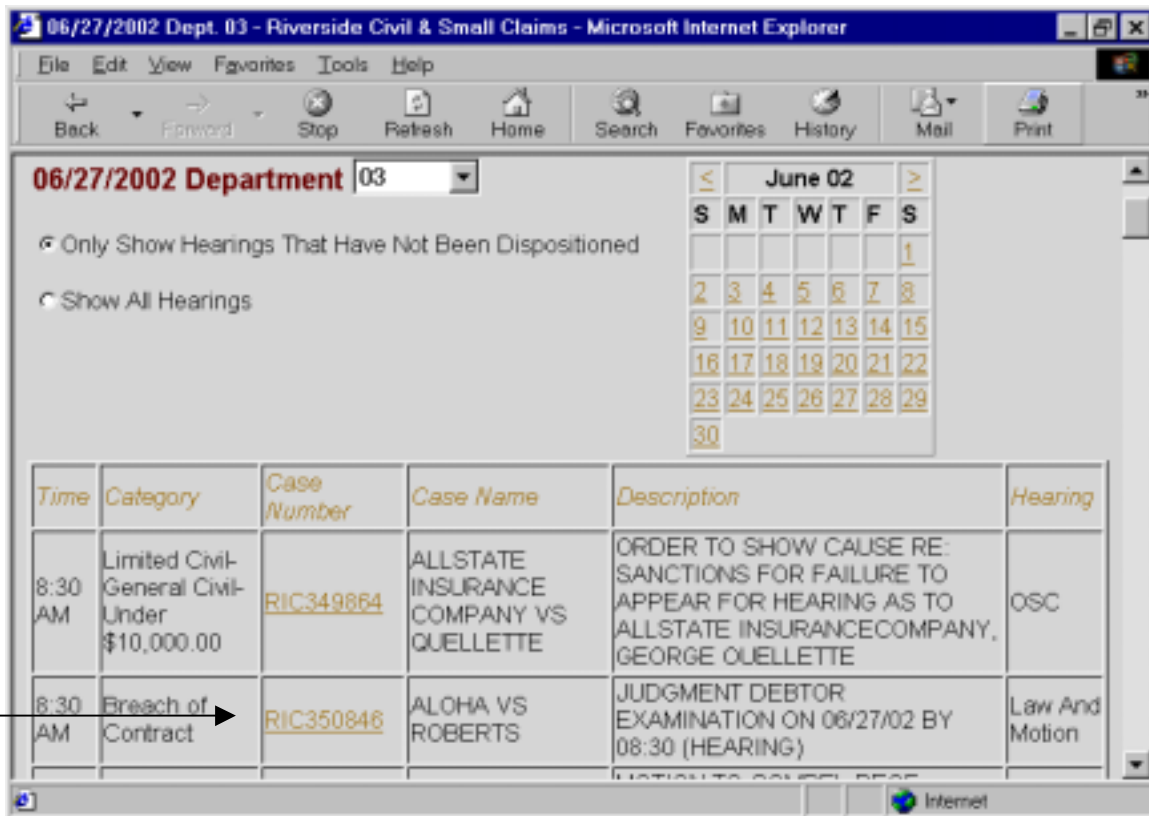


Figure 4

Step 4: To view the list of all cases scheduled use the scroll bar on the right side of the window.

Step 5: To view a specific case click on the case number; the actions of the case will appear.